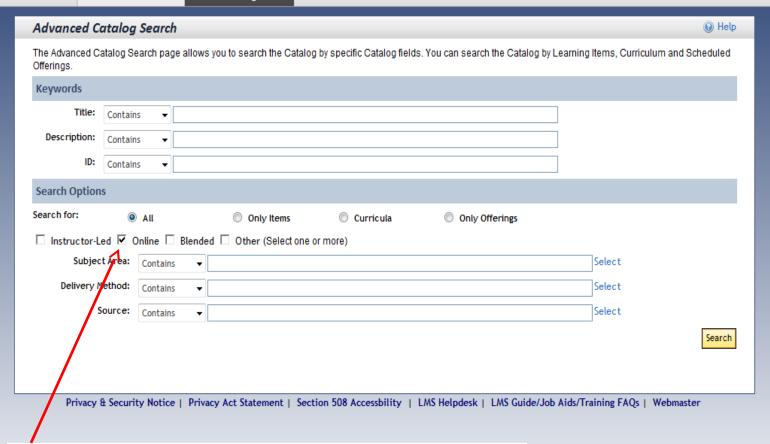


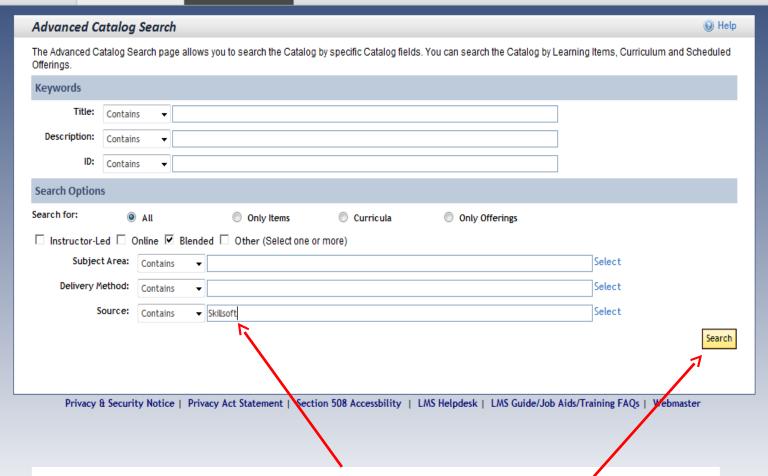
Under the Search Options section located in the lower half of the screen, uncheck the "Instructor-Led", "Blended", and "Other" boxes



This will leave "Online" as the box checked

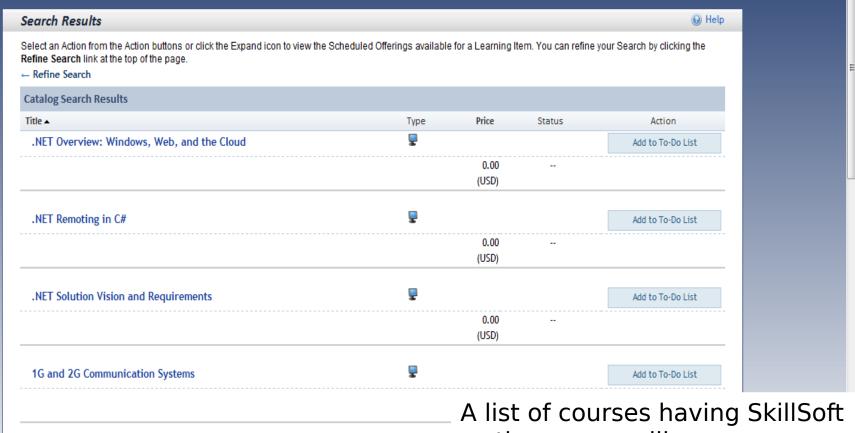


Home Catalog



In the Source field, type in "SkillSoft"

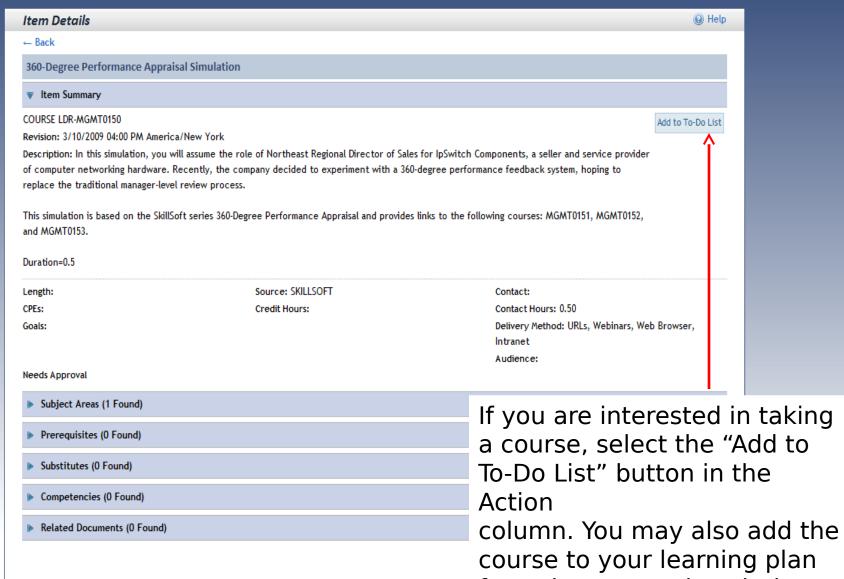
Click the Search button located on the bottom right side of the screen





A list of courses having SkillSo as the source will appear You may navigate through the choices by scrolling down and clicking the various page numbers or on the Next link located on the bottom of the screen You may click on the course Home

Catalog



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from the course description screen by selecting the Add to

P Help

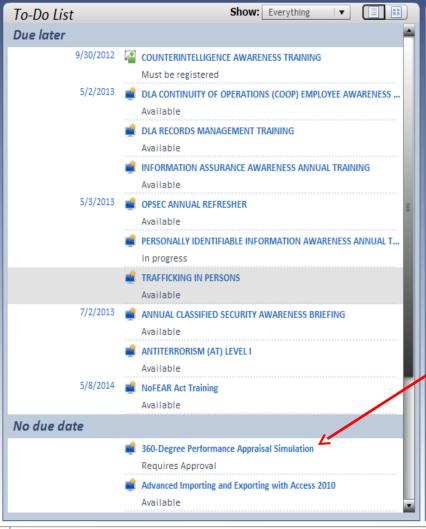
Home

Catalog

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HR SPECIALIST (HUMAN RESOURCE DEVELOPMENT) / HUMAN...

HUMAN RESOURCE CENTER

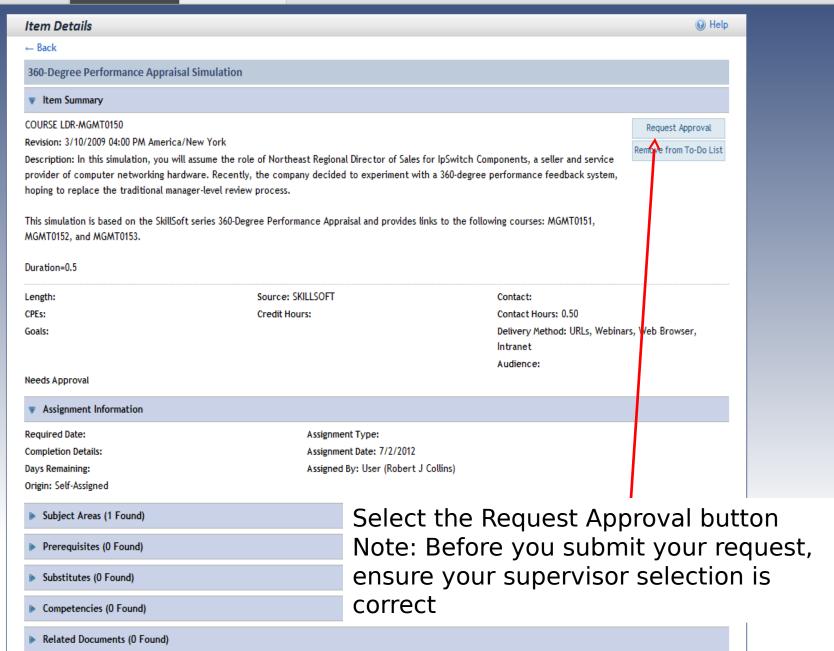




When you click the "Add to To-Do List" button from the step above, your LMS Homepage appears with the item added to your To-Do list

Click on the course title to request approval for the course Home

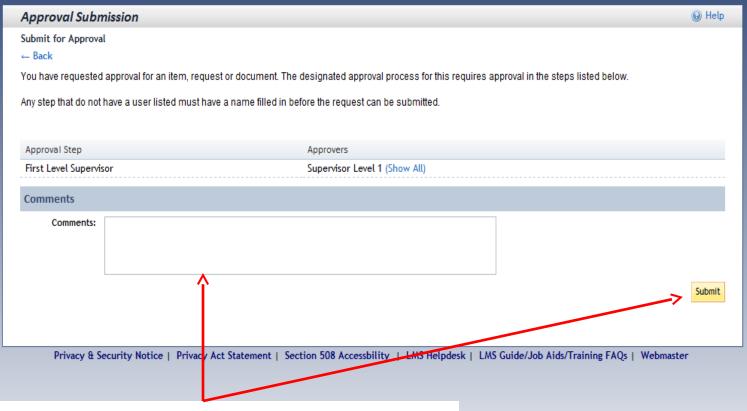
Catalog





Home

Catalog



Enter any comments you may have for your Supervisor and select "Submit"

P Help



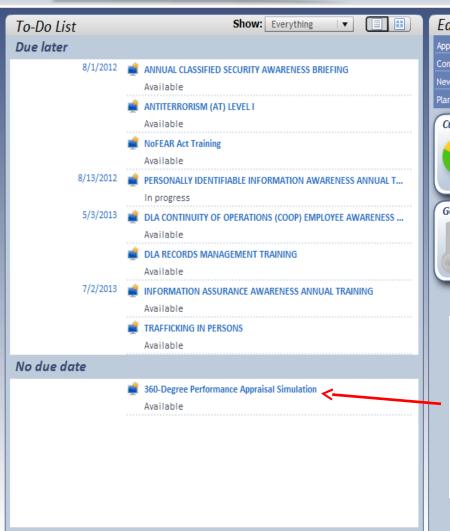
Home

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Once the course has been approved by your Supervisor, it will appear as "Available" on your To-Do List You may click on the course title to launch the content

Links

ted Work

P Help

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Catalog

After you have requested approval, but before your supervisor has taken action to approve/disapprove, you may determine the course is no longer required.

If this is the case, please DO NOT use the Remove button on your To Do List. This will create an error in your Supervisor's account. Instead, ask your Supervisor to deny the request.

If the request has already been approved, then you may use the Remove button on the To Do List.

Pending Approval

SkillSoft Books 24

Working with Diffic

In progress

If your Supervisor departs before your request has been approved or denied, please contact the LMS Help Desk for assistance

System Settings Competencies Overdue (4) You have no assigned competencies Due in 30 days (1) Due Later (3) Communities See what's happening in You have no active Plan. the forums

View Details

Tuition Assistance/Unique Training Request

COURSE IT-219523

acii-nasiyiicu

To explain the elements of 4G communication systems

TargetAudience=Technical professionals; IT and $\,\ldots\,$ more

Online Item

Pending Approval